



CLOSING CHECKLIST

PROPERTY ADDRESS 252 Academy St., Union, NJ 07083

LISTING COMPANY Geico Insurance Company
 SALESAGENT _____
 SELLER _____
 SELLER'S ATTORNEY _____

SELLING COMPANY _____
 SALESAGENT _____
 BUYER _____
 BUYER'S ATTORNEY _____

*** DO NOT FORGET TO NOTIFY OUT-OF-STATE SELLERS OF THE NON-RESIDENT
 INCOME WITHHOLDING TAX ***

- ____ 1. EARNEST MONEY CHECK
 ____ A. Deposited/Date _____
 ____ B. Transfer to Closing Attorney _____
 ____ C. Other _____
- ____ 2. MULTIPLE LISTING SERVICE
 Computer _____ Forms _____
 ____ A. Contingency Pending ____ A. Change of Status
 ____ B. Pending ____ B. Other _____
 ____ C. Sold _____
- ____ 3. PUT UP SOLD SIGN
- ____ 4. REMOVE LOCK BOX
- ____ 5. ORDER TERMITE INSPECTION

- ____ A. Transfer Termite Bond Protection
 ____ B. Pest Control Protection
 ____ C. Other _____

- ____ 6. PROPERTY INSPECTION (Order any repairs needed)
 ____ A. Appliances ____ F. Roof
 ____ B. Furniture ____ G. Miscellaneous Convey Items
 ____ C. Window Treatments ____ H. Removal of Non-Convey
 ____ D. Plumbing ____ I. Other _____
 ____ E. Electric _____
- ____ 7. ARRANGE TRANSFER OF UTILITIES, ETC.

Jurisdiction: Dell
 recording Responsibility : hp
 Company, Charlotte, USA
 parcel No : 145-1234-12

	UTILITY	COMPANY	CONTACT	DATE
	Electricity			
	Water			
	Sewer/Septic Tank Tap Fee Impact Fee Septic Tank Approval			
	Cable TV			
	Telephone			
	Garbage			
	Gas			
	Mail			
	Security			
	Other			

___ 8. **INSURANCE**

		AGENCY	CONTACT	DATE
	Flood			
	Wind, Storm, & Hail			
	Fire (Hazard)			

___ 9. **LOAN APPLICATION**

		COMPANY	PROCESSOR	DATE
	Loan Assumption Prorate Interest			
	First Mortgage			
	Second Mortgage			

___ 10. **ORDER DEED PREPARATION**

- ___ A. Name as it should appear on deed _____
 ___ B. Does Seller want Buyer's Attorney to prepare deed? _____
 ___ C. Does Buyer want Title Insurance? _____

___ 11. **ORDER SURVEY**

___ 12. **RENTAL INFORMATION**

- ___ A. Sign Management Agreement/or Withdraw From Rental Program
 ___ B. Sign Interest Agreement
 ___ C. Lock Box Agreement for Buyer
 ___ D. Refund Lock Box Fee to Seller
 ___ E. Check with Bookkeeper for Outstanding Bills

___ 13. **CONDOMINIUMS**

- ___ A. Notify Home Owners Association
 ___ B. Transfer Name and Address
 ___ C. Outstanding Balance/Prorated Rents
 ___ D. Transfer Rent Securities

___ 14. **REVIEW SALES CONTRACT TO BE SURE ALL CONTINGENCIES HAVE BEEN MET**

___ 15. **SELLER SIGN LEASE AGREEMENT IF REMAINING IN HOUSE/CONDO**

___ 16. **CLOSING STATEMENT REVIEW**

- ___ A. Check Addition and Subtraction
 ___ B. Transfer Rent Securities
 ___ C. Interest Prorated
 ___ D. Earnest Money Transferred to Closing Attorney
 ___ E. Go over Closing Statement with Buyer
 ___ F. Go over Closing Statement with Seller prior to Closing
 ___ G. Termite Inspection fee
 ___ H. Reminder: Signed Agency Disclosure

___ 17. **KEYS**

- ___ A. Get Keys from Seller
 ___ B. Give Keys to Buyer

AFTER THE CLOSING

___ 1. **THANK YOU LETTERS TO BUYER AND SELLER. PERIODIC FOLLOW UPS ARE NICE!**

___ 2. **DISBURSE FUNDS**

- ___ A. Selling Agent
 ___ B. Listing Agent
 ___ C. Referral

Date

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